



CITY OF CRETE PUBLIC WORKS BOOKKEEPER/BILLING

Job Status: **Non-Exempt; Full-time**

Reports to: **Public Works Office Manager**

**Supervisory
Responsibilities:** **NONE**

I. GENERAL FUNCTIONS

Manage front line responsibilities of the Public Works Departments accounts receivable and accounts payable processes. Assist in all clerical and organizational needs of the Office Manager. Report to the Public Works Director and Office Manager. Full-time, hourly position.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Efficiently, and effectively maintain all Public Works Department accounts receivable and accounts payable records on a computer system (making sure to effectively back up all information for assured retrieval, inputting data for Microsoft Office programs, preparing reports for the Office Manager, checking data accuracy and making corrections, etc.).
2. Efficiently manage Public Works Departments billing system (billing municipal users in accordance with meter readings, maintaining accurate records of all account transactions, tracking and notifying delinquent accounts, issuing service disconnects, etc.).
3. Efficiently assist with accounts receivable for the Public Works Departments (writing receipts for all incoming payments, organizing and recording all transactions, receiving all Public Works Department monies, checking data accuracy/making corrections, making deposits, preparing reports for City Clerk, etc.).
4. Efficiently assist with accounts payable for the Public Works Department (developing and maintaining purchase orders, coding/verifying/maintaining all invoices, preparing reports for City Clerk's office, etc.).
5. Effectively prioritize simultaneous requests, tasks, and actions, routinely and during periods of stress.

6. Provide tactful, courteous, and impartial customer service while enforcing all relevant regulations.
7. Assist with accurate and timely completion of government forms (gathering all respective data from pertinent sources, verifying data accuracy, completing forms, remitting forms as required, developing new internal processing systems, etc.).
8. Effectively assist with the City Administrator's operational needs in the absence of the Administrative Assistant (organizing/routing/responding to incoming mail appropriately, responding effectively to departmental visitors and phone calls, setting up appointments for the Administrator, etc.).
9. Effectively respond to other duties as assigned by the Public Works Office Manager and City Administrator.

III. REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

1. Knowledge of modern accounting and secretarial duties, practices, procedures, equipment and government forms.
2. Proficiency in computer processing, including Microsoft Office programs.
3. Knowledge and skill in maintaining accurate financial accounts.
4. Ability to communicate effectively, orally and in writing, with persons of various ethnic backgrounds and languages, education levels, age, and communication abilities.
5. Ability to make decisions from conducting analyses.

IV. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions, ability to speak English and Spanish, who have educational preparation in secretarial procedures, and who are computer literate and proficient with word processing and spread sheet computer programs.

V. MINIMUM QUALIFICATIONS

1. Possess a Nebraska driver's license
2. Must be at least 21 years of age
3. Must have high school diploma or GED
4. Must be legally authorized to work in the U.S.

VI. NECESSARY SPECIAL REQUIREMENTS

1. Must speak, read, and write fluently in English.
2. Reside within 20 minutes of the City of Crete.
3. Must maintain a phone.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This position has a sedentary work classification. Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally and other sedentary criteria are met.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date

Revised: June 2020